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County health commissioners shall make such reports to the State board of health as may be required by said board and shall answer all letters of inquiry of said board.

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RULE 7. *Record books, stationery, quarantine cards, etc.*—All necessary printing, such as letter heads, envelopes, circulars, quarantine cards, etc., shall be paid for by county health commissioners, city and town boards of health from their special health appropriations; and said county health commissioners and boards of health shall also purchase, as needed, official record books as follows: Death records, birth records, infectious disease records, and county health commissioners shall add marriage records. City boards of health, in cities having less than 2,000 population, and all town boards of health, shall purchase combination record books, which contain separate divisions for recording births, deaths, and infectious diseases.

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RULE 24. *Retiring health officers.*—Retiring health officers shall keep possession of the books of their offices for 10 days after expiration of their terms, in order to make up reports for the last month of their incumbency, and, after said 10 days, the said books, including book of instructions and all blank forms, shall be delivered to the new incumbent, who shall immediately bring them up to date. Boards of health shall withhold the last month's pay of retiring health officers until all books are properly turned over and all reports properly made.

State Bacteriological Laboratory—Examinations of Specimens. (Reg. Bd. of H., July 2, 1915.)

RULE 1. Health officers shall acquaint themselves thoroughly with the work of the State laboratory of bacteriology and with the prescribed methods of preparing the various kinds of specimens for examination at said laboratory.

RULE 2. Health officers shall keep on hand for distribution among the physicians in their localities a complete supply of approved mailing outfits for the collection of specimens to be sent to the State laboratory of bacteriology for examination.

RULE 3. Examinations of diphtheria cultures, sputum, blood for malaria and typhoid fever, and pus for gonococci shall not be made unless the specimens are collected in special outfits furnished free of cost by the State board of health, and not then, unless the directions for collecting are strictly followed and the information blanks are completely filled out.

RULE 4. Heads of dogs and other animals to be examined for rabies shall not be accepted unless packed in ice in a water-tight container, on which are plainly written the name and address of the sender. Information concerning the animal shall be sent by mail and not inclosed within or attached to the container in which the head is sent.

RULE 5. Examinations of pathological specimens, such as curettings, pieces of tumors, pathological fluids, etc., shall not be made except in the case of indigent patients who are unable to pay for such examinations, and not then unless the specimen is preserved in twice its volume of a 5 per cent solution of formalin (1 part commercial formalin to 19 parts water).

RULE 6. The charges for transportation of all packages sent to the State laboratory of bacteriology shall be prepaid in full, otherwise they shall not be accepted.

RULE 7. All reports of examinations shall be sent by mail, but, if requested, results will be telephoned or telegraphed at the expense of those making the request.

RULE 8. No analyses or examinations shall be made which are not related to or of importance to the public health.

Schools—Sanitary Regulation. (Reg. Bd. of H., July 2, 1915.)

RULE 34. *Overcrowding in schools forbidden.*—School authorities shall not crowd pupils into schoolrooms in excess of one pupil for each 225 cubic feet of space, and it shall be the duty of all health officers having jurisdiction, to dismiss forthwith any

school or schoolroom [sic] in which 225 cubic feet of air space is not supplied to each pupil. School authorities shall without delay make provisions for pupils in accordance with the requirements herein set forth.

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RULE 36. *Ventilation.*—Ventilation must be carefully attended to in all school-rooms, and it shall be the duty of teachers to flood the schoolrooms with fresh air by opening windows and doors at recess and at noon time and at other times whenever the air becomes close or foul. The pupils shall be given gymnastic exercises during the time windows are open with the school in session, in cold weather.

RULE 37. *Adjustable seats and desks.*—When adjustable seats and desks are used, such seats and desks shall be carefully adjusted to the pupils using them and this adjustment changed once or twice in the school year as required, to allow for the growth of the pupil. Especial care in seating is to be given to crippled children. Those suffering with hip or knee diseases where the joints are immovable, shall be given a seat with the desk placed 8 or 10 inches farther away than ordinary to permit a greater range of motion. If one of the lower limbs be shortened, a proper foot-rest shall be supplied for the shortened member. Cases of curvature of the spine should have a pad upon which to rest the back.

RULE 38. *The common towel.*—The use of common towels in schools is condemned and such use is prohibited. Each pupil must have an individual towel, or sanitary paper towels shall be provided.

RULE 39. *Common drinking cup.*—The use of a common drinking cup in schools is condemned and such use is prohibited. Each pupil must have an individual drinking cup or sanitary bubble fountain shall be provided.

RULE 40. *Pencils.*—The common use of pencils is condemned and prohibited on account of the danger of transmitting disease from one pupil to another by the interchange of pencils. When a pencil is furnished a pupil it shall be the property of that pupil to be kept by him and not to be taken up and given out again by the teacher.

RULE 41. *Care of floors.*—All floors, except hardwood and tile, must be oiled to prevent dust nuisance. Before oiling, the floor must be thoroughly scrubbed and dried. The oil must then be lightly and evenly applied to the floor following the grain of the wood. This scrubbing and oiling of floors shall be repeated in the holiday vacation and in schools having a nine or ten months' term, this work shall be repeated again in the spring vacation.

RULE 42. *Sweeping and dusting.*—Dry sweeping and dusting is condemned and prohibited. Before sweeping, light sprinkling of the floor with water or the use of dampened or oiled sawdust is recommended. Feather duster shall not be used. Such dusting merely causes the dust to float in the air of the room, to be breathed by the pupils or to settle down to be again dislodged by subsequent dusting. In dusting, an oiled cloth shall be used to gather the dust. Dusting or sweeping either in corridors, stairways, or classrooms, is prohibited at any time while the school is in session.

RULE 43. *Obstruction to doors and stairways.*—No outside doorway or entrance to school buildings shall be fastened shut at any time while school is in session. It is recommended that all doors opening to the outside be fitted with automatic opening devices. Brooms, stepladders, tools, etc., shall not be allowed to stand in corridors, stairways, or behind doors at any time.

RULE 44. *Heating stoves.*—Whenever stoves are used for heating, they shall be surrounded by screens to protect the pupils who must sit near the store. Such screens shall be constructed of two sheets of metal with an air space or layer of asbestos between the metal sheets.

RULE 45. *Care of basements.*—Basements shall be kept clean at all times, not by the use of lime, ashes, or disinfectants, but by being kept free from all filth, dirt, or accumulations of any kind.

RULE 46. Blackboards and erasers.—Blackboards and erasers shall not be cleaned at any time when school is in session, nor shall such cleaning be done by pupils at any time. Janitors shall see that accumulated chalk dust is thoroughly removed every day and erasers shall be cleaned outside the school building.

Milk and Milk Products—Production, Care, and Sale. (Reg. Bd. of H., July 2, 1915.)

RULE 4. PARAGRAPH 1. No building shall be used for stabling cows for dairy purposes which is not properly constructed, well lighted, well ventilated, and provided with a suitable solid floor of plank, cement, or other impervious material that can be readily cleaned, and laid with proper grades and channels to carry off all drainage.

PAR. 2. No water-closet, privy, cesspool, urinal, inhabited room, or workshop shall be located within any building or room for stabling cows, or for the storage of milk or milk products; nor shall any fowl, hog, horse, sheep, goat, or other animal be kept in any room used for milking or for storing milk or milk products.

PAR. 3. All rooms and stables in which cows are milked shall be thoroughly clean and in good repair, and shall be painted or whitewashed once each year.

PAR. 4. All manure shall be removed daily from the room or stable in which cows are milked, and shall not be stored where odor from the same will be noticeable at the stable or milk room.

PAR. 5. All persons keeping cows for the production of milk for sale shall cause each cow to be kept clean and groomed.

PAR. 6. Every person using any premises for keeping cows shall cause the yard or pasture in connection therewith to be provided with a proper receptacle for drinking for such cows, and none but fresh, clean, pure water shall be stored in such receptacle.

PAR. 7. Any inclosure in which cows are kept shall be graded and drained so as to keep the surface reasonably dry and to prevent the accumulation of water therein, and no garbage, urine, fecal matter, or similar substances shall be placed or allowed to remain in such inclosure, and no open drain shall be allowed to run through it.

PAR. 8. All milk shall be removed, as soon as drawn, from the stable to the milk room. The milk room shall be separate from the stable in which the cows are kept and shall not be used as a living or sleeping room, but shall serve for the handling and keeping of milk and cream exclusively. It shall be sanitary in construction, properly screened, supplied with proper ventilation, light, and pure water, and suitable facilities for straining, cooling, and storing milk or milk products, and for washing and sterilizing all utensils and apparatus in which milk is removed, stored, and delivered.

PAR. 9. All utensils used for the reception, storage, or delivering of milk or cream shall be made of glass, stoneware, glazed metal, or tinplate free from rust and of sanitary construction.

PAR. 10. All cans, pails, strainers, coolers, dippers, separators, bottles, churns, butter works, and other dairy utensils shall be cleansed from all remnants of milk and scalded with boiling water or live steam after each use.

PAR. 11. All milk shall be strained through clean 80-mesh wire strainers, or properly sterilized cloth, and shall be cooled to 60° F. or below within one hour after it is drawn from the cow. It shall be kept at 60° F., or below, until it leaves the farm, and if retailed to the consumer until delivered. Warm milk shall not be mixed with cold, but shall be kept in separate vessels until properly cooled.

PAR. 12. All milk or cream cans delivered to creameries or dealers in cities shall be covered with tight-fitting lids, and when conveyed in open wagons shall be covered with clean canvas while being so conveyed.

PAR. 13. No person, firm, association, or corporation buying, storing, or receiving milk for the purpose of selling the same for consumption as such, or for manufacturing it into butter, cheese, ice cream, condensed milk, or other human food, shall keep